

## FREQUENTLY ASKED QUESTIONS

### WHAT IS THE VIOLATIONS BUREAU?

The Violations Bureau (VB) is a division of the Fourth Judicial District Court that handles most parking and motor vehicle tickets issued in cities in Hennepin County. Walk-in and phone services are available weekdays 8:00 a.m. to 4:30 p.m., except Wednesday when we close at 1:30 p.m. Phone calls are answered weekdays 8:00 a.m. to 4:30 p.m. Tickets can be paid online at [www.mncourts.gov/Hennepin](http://www.mncourts.gov/Hennepin) and at our four Violations Bureau locations listed on this brochure. Tickets may be contested at the Hearing Office on the ground-level of the Hennepin County Government Center.

### WHAT IS A MOTOR VEHICLE TICKET?

A ticket is issued to either a motor vehicle or the driver of the motor vehicle. It could include parking, moving, equipment or driver's license violations. It may be a violation of state statutes or city ordinances.

### HOW CAN I PAY THE TICKET?

Tickets can be paid in-person, on-line, by phone, or by mail.

- In-person payments are accepted at the four District Court locations listed on the back cover of this brochure.
- On-line payments can be made by electronic check or credit card at:

[www.mncourts.gov/Hennepin](http://www.mncourts.gov/Hennepin)

- For phone payments, call 612-348-2040 *Mastercard or Visa*
- By mail, send checks or money orders made payable to: *District Court Administrator*, to the Minneapolis Violations Bureau address listed on the back cover.

### CAN I DRIVE TO WORK WITH A SUSPENDED LICENSE?

You cannot drive until your license is reinstated. For other options you may qualify for, call the Driver & Vehicle Services Division of the Dept. of Public Safety at 651-296-6911.

### DOES THE VIOLATIONS BUREAU HAVE MY DRIVING RECORD?

No. Driving records are maintained by the Driver & Vehicle Services Division of the Dept. of Public Safety. The Violations Bureau can look at some of these records, but copies of driving records cannot be provided by the Violations Bureau.

## VIOLATIONS BUREAU

Fourth Judicial District Court  
Hennepin County Government Center  
300 South Sixth Street  
Minneapolis, MN 55487-0014

**Phone:** 612-348-2040

**Hours:** M, T, Th, Fri - 8:00 a.m. - 4:30 p.m.  
Wed. 8:00 a.m. - 1:30 p.m.

## HEARING OFFICE

### Minneapolis

Hennepin County Government Center  
Street Level Northwest Corner  
300 South Sixth Street  
Minneapolis, MN 55487

### Brookdale

6125 Shingle Creek Parkway, Suite 200  
Brooklyn Center, MN 55430  
*By appointment only*

### Ridgedale

12601 Ridgedale Drive, Suite 300  
Minnetonka, MN 55305  
*By appointment only*

### Southdale

7009 York Avenue South, Suite 214  
Edina, MN 55435  
*By appointment only*

In-person payments, proof of insurance, and scheduling Hearing Office appointments can be handled at any of the District Court locations listed above.

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## VIOLATIONS BUREAU & HEARING OFFICE



**Fourth Judicial  
District Court**  
*serving Hennepin County*

[www.mncourts.gov/Hennepin](http://www.mncourts.gov/Hennepin)



**MINNESOTA JUDICIAL BRANCH**

## FREQUENTLY ASKED QUESTIONS

### I GOT A TICKET, WHAT ARE MY CHOICES?

There are two options:

1. Pay the fine;
2. See a Hearing Officer to discuss payment options or dispute the ticket.

### WHAT IS A HEARING OFFICER?

A Hearing Officer is a District Court employee, and is the first person to see regarding any “payable” traffic, parking, or criminal ticket. The Hearing Officer examines each individual situation to offer the best resolution possible under existing guidelines set by the city prosecutor where the offense occurred.

### HOW DO I SEE A HEARING OFFICER?

You can walk-in to our downtown Hearing Office located in the Hennepin County Government Center weekdays from 8:00 a.m. to 4:30 p.m., except on Wednesdays when we close at 1:30 p.m. Suburban Hearing Offices require an appointment. Appointments may be scheduled Mon., Tues., Thurs., and Fri. from 8:00 a.m. to 4:10 p.m. and Wed. from 8:00 a.m. to 1:20 p.m. The Ridgedale location has Tuesday evening appointments from 5:30 p.m. to 8:10 p.m. You may also call (612)348-2040 to schedule an appointment at any one of the District Court locations.

### WHAT HAPPENS WHEN I PAY A TICKET?

By paying a ticket, you plead guilty to the offense(s). For most violations, such as a parking ticket, payment ends the matter.

Because paying a ticket is a guilty plea, some traffic violations (e.g., those involving driving a vehicle), are sent to the MN Driver & Vehicle Svc. (DVS) and placed on your driving record. Depending on your driving record and the ticketed offense(s), your driver’s license could be suspended or revoked.

### WHAT HAPPENS IF I DO NOT PAY THE TICKET?

**Moving Violations:** If you do not pay a ticket within **21 days** of the date it was entered in the court’s system, a **\$5 late fee** is added. If you do not pay the ticket within **45 days** of the date it was entered in the court’s system, the ticket increases another **\$25** and the MN Driver & Vehicle Services office (DVS) may suspend your driving privileges until it is paid.

**Parking Tickets and Other:** If you do not pay a ticket within **21 days** of the date it was entered in the court’s system, a **\$5 late fee** is added. If you do not pay the ticket within

### WHAT HAPPENS IF I DON’T PAY THE TICKET?

### I PAID MY TICKET BUT DID NOT WANT TO PLEAD GUILTY. WHAT ARE MY

### I CAN’T AFFORD TO PAY MY TICKET. WHAT CAN I DO?

### CAN I APPEAL A HEARING OFFICER’S DECISION?

### WHAT IF I SET MY TICKET FOR COURT?

### WHAT IS A SUSPENDED LICENSE?

**45 days** of the date it was entered in the court’s system, the ticket increases another **\$25** and it is sent to collections. More fees may be added by the MN Dept. of Revenue when the fine is referred to collections.

You may file a Motion to Re-open the ticket with District Court. You can get the Motion forms & instructions online at: [www.mncourts.gov/district/4/?page=679](http://www.mncourts.gov/district/4/?page=679) or at the Violations Bureau offices listed on the back of this brochure. A judge may or may not grant your motion to re-open the case.

You should see a Hearing Officer to discuss your options.



You are not required to accept the options provided by the Hearing Officer.

You may set your citation (ticket) for court. There are some things you should know before you set it for court:

- If your charge is a “**payable**” misdemeanor, you may pay a fine and the offense will be a petty misdemeanor as a matter of law. However, if you set a payable misdemeanor violation for Court, and if you are convicted, your sentence could be as much as 90 days in jail or a \$1,000 fine, or both. Your sentence would then become a criminal conviction on your court record.
- Once you set your citation for court, it becomes a court record, which is permanent and public information. Court records are easy for anyone to look at. If you are not sure whether the charge is a misdemeanor, talk to a Hearing Officer.

A “**suspended**” license is an existing driver’s license from which DVS has temporarily removed (suspended) the driving

### WHAT IS A SUSPENDED LICENSE?

privilege. You may NOT drive with a suspended license until it is “reinstated.” There are many reasons why the license may be suspended. If it is suspended for failure to appear in court or pay fines on outstanding tickets, you may not be reinstated until you resolve those tickets **AND** pay a reinstatement fee to DVS. It may be suspended for having certain violations on your driving record, and that kind of suspension is for a set period of time and the driving privilege may be reinstated only after the time has passed **AND** a reinstatement fee is paid to DVS.

### WHAT IS A REVOKED LICENSE?

A “**revoked**” license is one that has been terminated. There are a number of causes for a revocation. The most common causes are DWI, insurance violations, or drugs in a motor vehicle. The revocation is for a set period of time, and the license may be reinstated only after that time has passed, a reinstatement fee is paid to DVS, the driver’s test is passed, and all other DVS requirements are satisfied.

### I GOT A TICKET IN THE MAIL FOR A CAR THAT I DO NOT OWN. WHAT SHOULD I DO?

The DVS is still listing you as the car’s owner. It could be for one of the following reasons:

- 1) As of the date the ticket was issued, the state records have not been updated to reflect the change in owners;
- 2) A transfer of title has not been filed with DVS. You should complete the necessary forms at any county service center or DVS. Locations are listed at: [www.mndriveinfo.org](http://www.mndriveinfo.org)

The ticket will not be changed automatically, so you should see a Hearing Officer about your ticket and your options.

### CAN I DRIVE WITH AN INTERNATIONAL LICENSE FROM ANOTHER COUNTRY?

Yes, if it is a real license issued in the country where you got your driver’s license, and you are a visitor to Minnesota. You may drive a motor vehicle in Minnesota without a Minnesota driver’s license if you have, in your possession, a valid driver’s license from your home country. For more information, visit the DVS website at [www.dps.state.mn.us](http://www.dps.state.mn.us)